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25 YEAR RE-REVIEW

3 September 1953

MEMORANDUM FOR: Deputy Director of Training (General)

FROM : Acting Chief, Plans & Policy Staff

SUBJECT : Weekly Activities Report--Period 28 August - 3 September 1953

1. Project 52-19, Revision of CIA Regulation [redacted] 25X1
Coordination of this regulation has top priority and is proceeding. Concurrence of DD/P Training Committee is being obtained with possible qualification. Coordination with [redacted] of DD/P Administration is scheduled for today or tomorrow.
2. Project 52-41, Training Liaison Officers. Memoranda of record of August DD/P and DD/I Training Liaison Officers' meetings have been forwarded to the Director of Training. Memorandum of record of DD/A meeting is partially completed but has been held for the moment because of the press of other business (mainly 53-41).
3. Project 53-3, Training Bulletins. In process.
4. Project 53-5, CIA Regulation on Clerical Training. A very tight waiver provision for required clerical training has been transmitted to the Office of Training by Office of Personnel (signed by Charles [redacted] 25X1 and concurred in by [redacted] This provision has been included in the regulation for purposes of obtaining the concurrence of [redacted] of DD/P Administration before final approval of the Director of Training and transmittal to [redacted] for official promulgation; all other offices have concurred in the regulation.
5. Project 53-6, CIA Regulation on Management Training. In process.
6. Project 53-41, Comparison between Training Requirements and Training Requests. In collaboration with the Chief, Language-Area Division a form has been developed in order that the Division may provide the Director of Training with a monthly report on the comparison between training requirements and training requests in terms both of numbers and cost. The average unit cost of each category of training has been computed, taking into account the budget cut, and will be used to compute for each component of the Agency the amount of money budgeted by the Office of Training to meet the external training requirements which each submitted. The cost of each approved training request will be subtracted from the budget figure to provide a current account of the money balance left for each component of the Agency.

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The form has been approved by the Director of Training and is in process of reproduction. The first report will cover 1 July to 1 September, and will be monthly thereafter.

7. [] JOT temporarily on loan to S/PP, is scheduled for testing this Friday and to enter the BIC on Monday next. [] has worked on various projects in this staff and has done an excellent job while on board.

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